

BUILDING TRADES WORKER

DEFINITION

To perform a variety of semi-skilled and skilled tasks involving carpentry, plumbing, and electrical trades to improve, maintain, renovate and repair City facilities and buildings.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities Maintenance Supervisor.

May exercise technical and functional supervision over assigned personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform maintenance and alterations on City facilities; identify and evaluate construction-related problems; repair and/or renovate structures; add and delete walls; build and repair cabinets and counters; install and repair stairs; build storage units; install and repair ceiling tiles, floor tiles, linoleum and/or carpet; hang doors; repair and replace sheet rock; repair and patch roofs, paint and/or stain as necessary; and other related tasks.

Perform maintenance on City electrical systems; repair and replace light bulbs and electrical fixtures; troubleshoot, repair, and run circuits; identify circuits and calculate circuit loads; test voltages, ohms, grounds, neutral and common wires; run conduit; wire electrical circuits; write specifications and standards for contracted work.

Perform periodic maintenance to HVAC systems; identify problems and perform minor repairs; troubleshoot and evaluate HVAC units for parts or unit replacement.

Perform installation and repairs on plumbing lines and fixtures; replace broken pipes, clean plugged drains, replace washers and gaskets, replace faucets and valves, clean grease traps, and flush sewer lines; install, maintain and repair drains, water lines, hot water heaters and garbage disposals.

May perform custodial duties involving the care, maintenance and cleaning of City buildings and related facilities.

Repair block/brick structures, replace grout and repair cracks; patch cement, construct forms and pour concrete for small jobs such as walkways or slab repair.

Assist in a variety of carpentry and building tasks for City facilities; read blueprints; create specifications and job standards for small contracts; prepare cost estimates for new construction; monitor contractor work.

Plan, schedule, and prioritize assigned maintenance, repair and custodial work in consultation with Facilities Maintenance Supervisor; communicate status of projects to appropriate personnel in other City departments and divisions as necessary.

Inspect structures; recommend special work required or necessary facility maintenance; obtain estimates for required services and materials as directed; assist Facilities Maintenance Supervisor in evaluating vendors.

Maintain aquatics facilities and City pools; identify chemicals necessary to ensure proper chlorination and circulation of the pools.

Install telephone cable, computer lines, low voltage lines and jacks as needed.

Train temporary employees in work methods, use of tools and equipment, and relevant safety precautions; oversee and assign work.

Order needed supplies; ensure maintenance of an adequate inventory to accomplish assigned jobs.

Assist in preparation of division budget; project future needs; obtain cost estimates, submit justifications.

Respond to emergency situations as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Building crafts procedures and practices.

Use and purpose of common materials, tools, equipment, and methods used in carpentry, painting, electrical, plumbing, masonry, and related trades.

Safe work methods and safety practices pertaining to the work.

Methods, materials and equipment used in cleaning of buildings and office space.

Operation and maintenance of a wide variety of hand, shop, and power tools and equipment used in various building crafts activities.

Basic record keeping principles and procedures.

Basic math.

Ability to:

Perform skilled journey level maintenance and repair work in either the plumbing, painting, or carpentry trade areas.

Perform a variety of skilled and semi-skilled tasks in the construction, maintenance, renovation and repair of City buildings and facilities.

Operate a variety of power and hand tools used in carpentry, electrical, painting, plumbing, construction work, including drills, roto hammer, table saw, skill saw, jig saw, paint brushes, rollers, and sprayer, nailer, chisel, compressor, and electrical tester. Operate and maintain a variety of custodial equipment.

Read and understand blueprints, construction drawings, and schematics.

Perform specialized and complex work assignments independently.

Act quickly and calmly in emergency situations.

Analyze situations quickly and objectively and determine proper course of action.

Perform heavy manual labor.

Coordinate work assignments with other divisions and departments.

Keep accurate records and prepare reports.

Conduct safety inspections and establish safe procedures.

Estimate needed materials and labor and secure sufficient quantities.

Inspect the work of others and maintain established quality control standards.

Practice safe work habits; train others in proper and safe work procedures.

Work effectively without immediate supervision; understand and carry out oral and written instructions.

Meet the physical requirements of the job.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative and effective relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of journey level work in the building trades.

Training:

Equivalent to completion of the twelfth grade, supplemented by technical or college level training in building construction, maintenance, or a related field.

License or Certificate:

Possession of, or ability to obtain:

Valid California Class B Driver's License

TYPICAL WORKING CONDITIONS

Exposure to weather conditions.

TYPICAL PHYSICAL REQUIREMENTS

Mobility to work in both a typical office and construction environment. Sit while reading or preparing reports. Use hand and power tools and equipment. Lift, carry and work with very heavy weights on a regular basis.

Climb flights of stairs and ladders. Walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and performing various building crafts activities. Safely operate a motor vehicle. Perform simple and power grasping, pushing, pulling, and fine manipulation. Hear and see with sufficient acuity to identify building maintenance issues and provide service and repair. Hearing and speech to communicate in person or over the telephone or radio.

Accommodation may be made for some of these physical requirements for otherwise qualified individuals who require and request such accommodation.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.